

STANDARD FORMAT AND CONTENT FOR THE **STAKEHOLDER(S) REQUIREMENTS DOCUMENT**

1. Scope

2. Applicable Documents

3. Requirements for the Project

3.1 End Objective for the Project

Provide a statement that defines when this project is complete.

3.2 Stakeholder(s) Requirements

3.2.1 Sponsor Requirements.

Name of Sponsor(s)—identify the person(s) or organization(s) who will fund this project.

Sponsor's Work Scope—define the work the sponsor(s) wants performed.

Deliverables and Due Dates—define the deliverables the sponsor(s) wants and the requested delivery dates.

- Hardware to be delivered
- Software to be delivered
- Documents to be delivered
- Other (e.g. Number of individuals trained, cubic meters of waste disposed of per year, acres of contaminated land remediated per year, kilograms of nuclear material stabilized per month, surplus facilities deactivated per year, etc.)

Requirements for the Deliverables—define and list the sponsor(s) requirements for the deliverables in their own words.

Project Data Requirements—

Project Data Deliverables—Identify all project data deliverable(s), including status reports, to be provided by this project. Identify the name/title of any DOE order this project is to comply with and any deliverable required of the DOE order.

Format of Deliverable—Define the format for the project data deliverables.

3.2.2 Owner Requirements.

Name of Owner(s)—Identify the individual(s) or organization(s) that will or who owns the system this project affects.

Owner Requirements—define and list the owner(s) requirements for the project or system in their own words.

3.2.3 Customer Requirements.

Name of Customer(s)—Identify the individual(s) or organization(s) that will receive or who will buy the output of the project or the system.

Customer Requirements —Define and list the customer(s) requirements for the project or system in their own words.

3.2.4 User Requirements.

Name of User(s)—Identify the individual(s) or organization(s) that will or who currently use or operate the system this project affects.

User Requirements —Define and list the user(s) requirements for the project or system in their own words.

3.2.5 Regulatory and Code Requirements.

Name/Title of Required Regulation and/or Code—List the regulation(s) or codes that this project must comply with.

Deliverable Required from the Regulation and/or Code—Identify the deliverables from the regulation or code that this project must supply.

3.2.6 Other Stakeholder(s) who will be Affected by this Project.

Name of Other Stakeholder(s)—Identify all other individual(s) or organization(s), exclusive of those listed in sections 3.2.1-3.2.4, who will be affected by the execution of this project.

Other Stakeholder(s) Requirements —Define and list all other stakeholder(s) requirements who will be affected by the execution of this project in their own words.

4. Technical Requirements Verification Strategy

Define how this project will ensure that the technical requirements defined in sections 3.1 and 3.2 will be satisfied.

Develop a requirements verification methodology matrix defining the method to be used to verify compliance with the requirements listed in 3.1 and 3.2 are satisfied. Acceptable verification methods include:

- **Review**¹. Used in the context of a technical design review, a group of technically competent individuals examines system designs critically to verify that all activities correspond to project requirements at the appropriate stage of the system life cycle.
- **Test**². A test article is subjected to a controlled series of stimuli and the article response is monitored and compared with a standard.
- **Analysis**[†]. A human (mentally or possibly augmented by a computer model or simulation) examines a design concept for compliance with requirements by understanding its elements and relations.
- **Demonstration**[†]. An article is manipulated in accordance with instructions and the outcome is compared with planned results.

¹ Derived from The American Heritage Dictionary, Third Edition.

² From Grady, Jeffrey O., (1993), System Requirements Analysis, New York: McGraw-Hill, Inc.

- *Inspection*[†]. A human (aided by tools), machine, or special sensors compares the measured or observed characteristics of an object with a standard.
- *Examination*[†]. A human observes an article carefully or critically, records the observations, and compares them to a standard.